



# Western Michigan University Thomas M. Cooley Law School Application

## Application Instructions

### Important Information about the Application for Admission

Read more about character and fitness and disclosure and the online JD application process below.

To be admitted to Western Michigan University Cooley Law School (WMU-Cooley), you must meet certain character and fitness standards along with being academically eligible. The practice of law is a profession and a noble calling. The privilege of admission carries with it professional obligations of integrity, honesty, trust, and responsibility. WMU-Cooley is committed to fostering the highest standards of ethics and responsibility in its students. The professionalism required of every student begins with the Application for Admission.

You will be asked a few questions about your past and recent conduct, and there may be things you have to tell us that you are not proud of. Both the law school and your state bar are more interested in your current character than in conduct you engaged in earlier. Therefore, it is of utmost importance that you tell the truth and the whole truth in response to the questions you are asked on the application.

Applicants must complete an official Western Michigan University Cooley Law School application, and every question on the application must be answered honestly and completely. Applicants are responsible for the accuracy and thoroughness of all information provided. Failure to disclose, concealment of information, or failure to fully disclose may result in denial of admission, revocation of admission, suspension or dismissal after matriculation, withdrawal of certification of graduation, or revocation of the degree.

LSAT scores over five years old are not accepted.

Western Michigan University Cooley Law School is committed to a fair and objective admissions policy. Subject to space limitations, WMU-Cooley offers the opportunity for legal education to all qualified applicants. WMU-Cooley abides by all federal and state laws against discrimination. In addition, WMU-Cooley abides by American Bar Association Standard 205(b), which provides that "A law school shall foster and maintain equality of opportunity for students, faculty, and staff, without discrimination or segregation on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability." Western Michigan University Cooley Law School policy prohibits, and provides a grievance procedure to address, complaints of discrimination on these bases. The Dean is the discrimination grievance coordinator.

Where appropriate the Law School provides reasonable accommodations for qualified applicants and students with disabilities. The Law School's disability accommodation coordinator is the Director of Pre-Enrollment Programs & Diversity.

## About the JD Application Process:

Your state bar will check your law school application answers for accuracy through an intensive background check.

Full candor in the law school application process is required not only by WMU-Cooley, but also by the state bar you will apply to for your license to practice law. Your law school application answers will be scrutinized and your entire history checked by bar authorities when you apply for admission to the bar, which you must do in order to practice law. Just because a matter no longer appears on your public criminal record does not mean there is no private record of it, and the bar will check on everything you report.

Applicants to the bar must establish, by clear and convincing evidence, that they possess the good moral character required for admission, or admission will be denied. Honest answers on your application to law school are indicators of your character and fitness for admission to the practice of law. The bar will compare your law school application answers to criminal records and other information about you and, if they determine that you have not been forthright, they may deny your admission.

The American Bar Association Standard 504(a) states: "In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the National Conference of Bar Examiners."

Ask for clarification from the law school, not outside third parties.

It is imperative that you accurately complete your application and that full disclosure is made in every category of questions. You may have concerns about the meaning of certain words and what exactly you have to disclose. If you are confused or have any question or doubt about what you are required to disclose, contact WMU-Cooley's Admissions Office for clarification and direction to ensure that your answers are complete.

Do not accept the advice or opinion of third persons unrelated to the law school with regard to these issues, including judges and lawyers, especially if they have not read what this application asks of you. That advice could be in error. For example, a lawyer or judge might tell you that if your criminal conviction was dismissed, sealed, or expunged, disclosure is not required. This is not true. Sealed judgments, dismissals after plea, and acknowledgement of wrongdoing, as well as expunged convictions, must be disclosed even if they were juvenile matters. Pending matters must also be disclosed.

Acknowledging past mistakes does not necessarily mean you will not be admitted

An applicant might fear that disclosure of negative information such



as criminal history or academic disciplinary action will result in denial of admission to the law school. This is not necessarily so. Where the offenses at issue are remote in time, occurred early in life, are minor in nature, or are isolated incidents, and where an applicant can demonstrate positive growth and change since the conduct in question, admission may still be granted.

Evidence of positive character development is always demonstrated through full and complete disclosure of transgressions and mistakes. Where the conduct at issue is so serious that admission is denied, applicants are still frequently invited to reapply to the law school at a future time after further positive growth and development.

Juvenile, sealed, expunged, dismissed, and pending matters must be disclosed, whether they appear on your record or not

We are asking about your criminal history, not your criminal record. In other words, we want to know about any offenses you may have committed or admitted responsibility to. Just because a matter no longer appears on your public criminal record does not mean there is no private record of it. Do not accept the advice or opinion of third persons unrelated to the law school with regard to these issues, including judges and lawyers, especially if they have not read what this application asks of you. That advice could be in error. For example, a lawyer or judge might tell you that if your criminal conviction was dismissed, sealed, or expunged, disclosure is not required. This is not true. Sealed judgments, dismissals after plea or acknowledgement of wrongdoing, expunged convictions, and even juvenile offenses, must be disclosed. Pending matters must also be disclosed. An applicant might fear that disclosure of negative information such as criminal history or academic disciplinary action will result in denial of admission to the law school. This is not necessarily so.

You have a duty to keep your application updated after you submit it, but before you are admitted

Your signature on the application certifies that the answers provided are honest, full, and complete. Your signature also stands as your understanding and agreement to update your application should any of the information provided in the different categories of disclosure change.

For example, should you be arrested or charged with a crime after you submit your application, or should anything else occur that would have had to be disclosed had it happened prior to completing the application, you must immediately update your application with this information.

Updates to your application prior to admission to the law school should be made in writing to the Admissions Office.

You have a duty to supplement your application after admission and throughout your enrollment

If you are admitted to the law school, the duty to supplement your application continues through graduation. This means that any conduct that would have required disclosure in your original application had it occurred prior to that time, must be immediately disclosed as an "update to application" when it occurs. For example, an arrest or charge must be reported at the time it occurs. A student cannot await the outcome of a criminal case before disclosing the matter to the school.

Severe penalties will be imposed for failing to fully disclose

Applicants are responsible for the accuracy and thoroughness of all information provided. Failure to disclose, concealment of information, or failure to fully disclose may result in denial of admission, revocation of admission, suspension or dismissal after matriculation, withdrawal of certification of graduation, or revocation of the degree. If you fail to promptly update your application with any new information, you could be subject to dismissal from the school, suspension, or placement on administrative probation. Further, your non-disclosure or late disclosure will be considered by state bar authorities in assessing your fitness for admission to the practice of law. After matriculation, updates to your application should be made in writing to the Dean of Students and Professionalism.



## **Biographical**

Prefix \_\_\_\_\_  
First name \_\_\_\_\_  
Middle name \_\_\_\_\_  
Last name \_\_\_\_\_  
Suffix \_\_\_\_\_  
Previous (other) name \_\_\_\_\_  
Preferred first name \_\_\_\_\_

Date of birth \_\_\_\_\_  
Place of birth: City \_\_\_\_\_  
Place of birth: Country \_\_\_\_\_  
Place of birth: State/Province \_\_\_\_\_  
Gender \_\_\_\_\_  
LSAC account number \_\_\_\_\_

## **Contact Information**

### **Current Address**

Country \_\_\_\_\_  
Street address – line 1 \_\_\_\_\_  
Street address – line 2 \_\_\_\_\_  
Street address – line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

Current mailing address good until date \_\_\_\_\_  
Day phone \_\_\_\_\_  
Evening phone \_\_\_\_\_

### **Permanent Address**

Country \_\_\_\_\_  
Street address – line 1 \_\_\_\_\_  
Street address – line 2 \_\_\_\_\_  
Street address – line 3 \_\_\_\_\_  
City \_\_\_\_\_  
State/province \_\_\_\_\_  
Zip/postal code \_\_\_\_\_

Permanent mailing address good until date \_\_\_\_\_  
Day phone \_\_\_\_\_  
Evening phone \_\_\_\_\_



## Contact Information continued

### **Other Contact Information**

Primary e-mail address \_\_\_\_\_

Secondary e-mail address \_\_\_\_\_

Mobile phone \_\_\_\_\_

Western Michigan University Thomas M. Cooley Law School can send text messages to my mobile phone

Yes  No

### **County**

Please state the county where your permanent address is located.

\_\_\_\_\_

### **Occupation**

What is your occupation?

\_\_\_\_\_

### **Residency Date**

When did you become a resident of the state where your permanent residence is located?

\_\_\_\_\_

## **Demographics**

### **Citizenship**

Non-Resident Alien

US Citizen

US Permanent Resident

Country of citizenship \_\_\_\_\_

Visa/SEVIS number \_\_\_\_\_

Permanent resident number \_\_\_\_\_

Permanent city \_\_\_\_\_

Permanent state/province \_\_\_\_\_

Permanent country \_\_\_\_\_

Native language \_\_\_\_\_

### **Ethnicity**

Are you Hispanic or Latino

Yes  No

If you selected 'Yes' to the above question, select an ethnicity.

Hispanic  Latino

What is your race? Select one or more races to indicate what you consider yourself to be.

Aboriginal/Torres Strait Isl. Australian

American Indian/Alaskan Native

Asian

Black/African American

Canadian Aboriginal

Caucasian/White

Native Hawaiian/Other Pacific Islander

Puerto Rican

### **Consent**

Decline to respond



## Applying As

Are you applying as a JD regular, JD transfer, or JD guest/visiting student?

- JD regular student
- JD transfer student
- JD guest/visiting

## Term

Please choose one of the following scheduling options. The Weekend and Combination (weekend and weekday classes) schedule options are only available at the Lansing Campus and only begin in September.

- Weekday (any campus)
- Weekend
- Combination of weekend and weekday

Please indicate the year you would like to begin law school (YYYY).

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When do you wish to begin law school?

- January
- May
- September

Do you plan on attending law school full time or part time?

- Full-time
- Part-time

## Campus Preference

Please indicate your campus preference.

\*\*Selecting the Kalamazoo location on the campus of Western Michigan University will enable you to take 9 credits at that location your first semester and 6 credits your second semester. Students are able to take additional credits each semester at another WMU-Cooley location (Grand Rapids, Lansing). Students will then select a WMU-Cooley location to complete the degree. Please contact an admissions representative for more information.

Please indicate your campus preference.

- Auburn Hills (full program available)
- Grand Rapids (full program available)
- Kalamazoo (15 credits total)\*\*
- Lansing (full program available)
- Tampa Bay (full program available)

## Degree

WMU-Cooley students who wish to augment their legal education with another graduate degree have the option of pursuing a JD and a masters degree at one of our partner institutions. Students must complete a minimum number of credits in the initial program before beginning the second program. Students must apply and be admitted separately to each program.

Through this option, students can exchange up to 6 elective credits between programs. Requirements must be fulfilled in both programs to earn the degrees. These options are currently available only to students enrolled at one of the Michigan campuses. Are you interested in earning a JD and a masters degree?

- Yes  No

If yes, choose one of the following.

- JD/MBA - Western Mich Univ
- JD/MPA - Western Mich Univ
- JD/MSW - Western Mich Univ
- JD/MBA - Davenport Univ
- JD/MBA - Eastern Mich Univ
- JD/MPA - Eastern Mich Univ
- JD/MA/Edu Lead - Eastern Mich Univ
- JD/MHA - Eastern Mich Univ
- JD/MS/HROD - Eastern Mich Univ



## Standardized Testing

### LSAT

Test Date	Test Score
_____	_____
_____	_____
_____	_____

## Bachelor's Degree

Will you have a Bachelor's degree prior to the beginning of law school?

Yes  No

## Education

List ALL educational institutions attended.

Institution type:  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

City \_\_\_\_\_

GPA \_\_\_\_\_

Rank \_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

Degree \_\_\_\_\_

Date degree granted \_\_\_\_\_

Institution type:  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

City \_\_\_\_\_

GPA \_\_\_\_\_

Rank \_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

Degree \_\_\_\_\_

Date degree granted \_\_\_\_\_



## Education continued

Institution type:  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

City \_\_\_\_\_

GPA \_\_\_\_\_

Rank \_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

Degree \_\_\_\_\_

Date degree granted \_\_\_\_\_

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Institution type:  High School  Undergraduate  Graduate  Law  Other Post Graduate

Institution name \_\_\_\_\_

Major \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

City \_\_\_\_\_

GPA \_\_\_\_\_

Rank \_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

Degree \_\_\_\_\_

Date degree granted \_\_\_\_\_

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List the academic honors, awards, or other recognitions you have received and explain the reason(s) upon which awards were made.

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## Attended Law School

Have you ever attended law school?

Yes  No

If yes, be specific.

ABA-accredited

State-approved

Non-accredited

ABA-Conditional Program

Other

Were you dismissed from law school?

Yes  No

Were you on academic probation at the time you left? (NOTE: Make sure the name and location of the law school are included on the question listing your education.)

Yes  No

## Work While in School

Do you expect to be employed while in law school?

Yes  No

If yes, will you work full time or part time?

Full-Time  Part-Time

## Military

Have you served or are you now serving on full-time, active US military duty?

Yes  No

Date of entrance (month/year) \_\_\_\_\_

Date of discharge (month/year) \_\_\_\_\_

Rank \_\_\_\_\_

Expected military reserve or National Guard status during law school

\_\_\_\_\_

Branch \_\_\_\_\_

Discharge type \_\_\_\_\_

Have you ever been separated from any branch of the US armed forces under less than honorable conditions?

Yes  No

If you have been separated from any branch of the US armed forces under less than honorable conditions, explain the circumstances.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Character and Fitness

The remaining questions require you to disclose whether you have a history of criminal or civil offenses or academic, workrelated, or military disciplinary actions, whether those matters appear on your record or not. The Western Michigan University Cooley Law School does not necessarily deny admission simply because an applicant has a history of criminal or civil offenses or disciplinary matters. In making admissions decisions, the Law School considers the nature, number, and date of offenses.

If you do not disclose your complete history, regardless of your reason or state of mind, the Law School may impose discipline up to and including denial of admission, revocation of admission, suspension or dismissal after matriculation, withdrawal of certification of graduation to bar authorities, or revocation of your law degree. The Law School has imposed all of these sanctions.

Even if the Law School does not discover your history before you graduate, bar investigation and licensing authorities will do so when you apply for bar admission. These authorities will inform the Law School, which may initiate disciplinary proceedings for failure to disclose. The Western Michigan University Cooley Law School reserves the right to conduct complete history checks of any applicant. Failure to cooperate completely in this process will result in denial of your admission or revocation of acceptance. If you are not sure about the nature or ultimate disposition of a particular charge, you must check court records before you answer the following questions.

If you answer yes to any of the following questions, you will be required to submit a character and fitness summary form (emailed after application submission) where you will fully state the details of the incident(s), including dates and outcomes. You will also be required to provide official documentation pertaining to the reported incident(s). Official documentation may include but is not limited to police reports, a final register of actions, final dispositions, certificates of completion, or receipts of fines paid. If documents cannot be procured, you will be asked to provide verification in writing from the source that a particular record is not available. Current driving records may be required for incidents related to driving or loss of license. Official documentation can be submitted with your application or sent after the application has been submitted.

Do not rely on the advice of others outside of the Western Michigan University Cooley Law School Admissions Office.

In your entire life as an adult OR a juvenile have you:

- been convicted of, or
- pleaded guilty or no contest or otherwise admitted responsibility to, or
- agreed to deferred adjudication or adjournment in contemplation of dismissal of, or
- conceded that a prosecuting authority had sufficient evidence to convict you of, or
- had a criminal conviction expunged, set aside, sealed, or otherwise declared confidential for the violation of any law or ordinance other than a minor parking or traffic violation?

A minor traffic or parking violation refers to an instance where only a citation was issued such as a speeding ticket. Traffic offenses that are Careless Driving, Reckless Driving, or misdemeanors, that involve drugs or alcohol, or that result in the suspension or revocation of your driver's license, are NOT considered minor and must be disclosed.

Yes  No

Are you currently a party to any proceeding that could result in fines, incarceration, probation, or civil forfeiture, other than minor traffic or parking violations? (Civil forfeiture means your property or money is taken because of a crime.) A minor traffic or parking violation refers to an instance where only a citation was issued such as a speeding ticket. Traffic offenses that are Careless Driving, Reckless Driving, or misdemeanors, that involve drugs or alcohol, or that result in the suspension or revocation of your driver's license, are NOT considered minor and must be disclosed.

Yes  No

Have you been arrested in the last five years?

Yes  No



## Character and Fitness continued

Has any academic institution after high school ever imposed on you:

- academic probation or academic dismissal, or
- formal or informal disciplinary action for behavior on or off campus, including warnings, grade reduction, probation, suspension, dismissal, or expulsion?

Yes  No

Has any employer, governmental or administrative agency, including the Armed Forces, ever:

- taken disciplinary action against you, or
- discharged you, or
- did you leave with accusations pending for dishonest, disorderly, or violent conduct?

Yes  No

## Law School Interest

What prompted you to apply to this law school?

### **Internet**

- ABA
- Law School
- LSAC
- Other

### **Faculty/Alumni/Professional**

- Admissions recruiter
- Alumni
- Faculty/acquaintance
- Law school faculty member
- Legal professional
- Prelaw advisor
- Relative
- University/college faculty member

### **Publications**

- Law school publication
- LSAC Official Guide to ABA Law Schools
- Other advertisement
- Princeton Review
- US News & World Report

### **Recruiting Events**

- Campus event
- Current student
- International forum
- Law school direct mail/e-mail
- Law school fair
- LSAC Forum

## Law School Interest continued

If you attended any events mentioned in the Recruiting Events section, please list them below:

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Have you previously applied to this law school?

Yes  No

If you applied previously, what year was the application for?

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Were you offered admission?

Yes  No

Are you applying, or have you applied, to other law schools? If so, please list them.

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## Certification

Your continuing duty to disclose: You have a continuing duty to update your answers to these questions. The duty begins upon your signing and submitting this application, continues even after you have been accepted to Western Michigan University Cooley Law School (WMU-Cooley) and commenced classes, and extends past your graduation. Your duty to update your answers applies to events that occurred before you applied to WMU-Cooley, events that occurred after you submitted your application to WMU-Cooley, and even to events that occur after you have commenced classes at WMU-Cooley. To change or update the answer to any question on this application, immediately notify in writing the Admissions Office before classes have started or the Associate Dean of Students after classes have started. Your signature (or Esignature) on this application is your affirmation that your disclosures are complete. Do not sign or submit this application unless you have read and understand the certification. To keep your application updated, and for bar application purposes, please print or make a copy of this document for your records.

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By submitting this application electronically, I authorize Western Michigan University Cooley Law School to obtain from every employer, branch of the military, law enforcement agency, and institution of higher education I have attended, including law schools, my educational records and other information about me, including but not limited to other academic records, any charges or accusations against me, and any disciplinary actions. I consent to the release of this information and waive any claims against and expressly release the disclosing entity and its employees, officers, and agents from any and all liability as a result of such disclosure.

I certify that I have read and understand this application. I further certify that the information I have submitted is complete and correct to the best of my knowledge and belief. I understand and agree that omission, misrepresentation, or concealment of any significant fact in any statement or answer may be considered sufficient reason for denial of admission, revocation of admission, suspension or dismissal after matriculation, withdrawal of certification of graduation, or revocation of the degree. I understand that I have a continuing obligation both before matriculation and throughout law school to inform the school if any event occurs that would cause my answer to any question on this application to change or be incomplete. I hereby authorize Western Michigan University Cooley Law School to release information necessary to respond to any request I may submit for application to any State Bar only. I agree to release and discharge Western Michigan University Cooley Law School, its representatives, and staff, individually and in their representative capacities, from any liability for the release pursuant to this authorization, and I authorize any State Bar to which I have made application to release to Western Michigan University Cooley Law School the results of my performance on the Bar Exam.

Certification